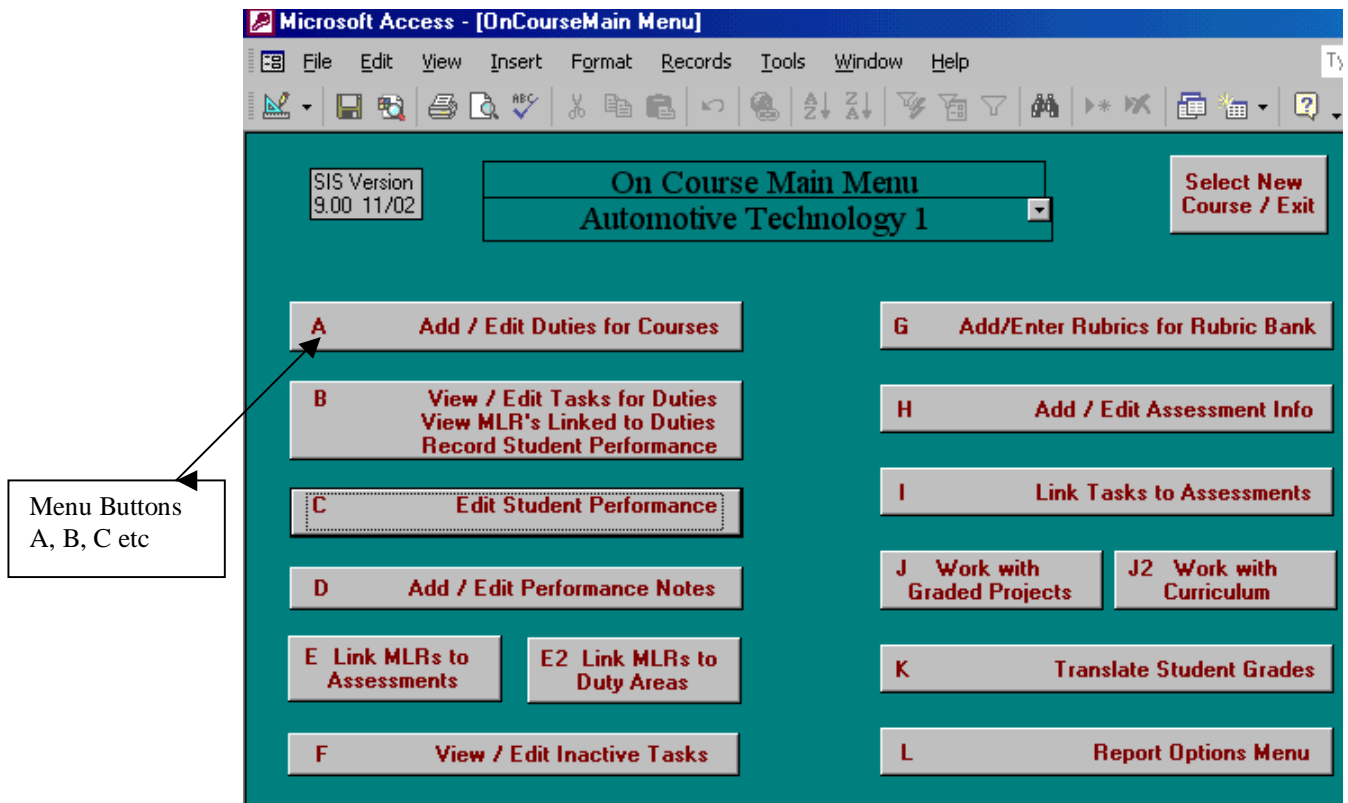


MAVEA Maine Learning Results/Curriculum Integration Project
Student Information System (SIS) – Instructor Help Manual



This is the main menu or gateway to SIS for instructors

By clicking on the appropriate buttons, you will be able to:


1. Customize Statewide Standards:
 - ◆ Duty Areas – Add/revise Duty Areas or make duty areas inactive. **(Button A)**
 - ◆ Tasks – Add/revise/tasks or make tasks inactive. **(Button B)**
2. Select MLR to link to Duty Areas **(Button E2)**
3. Record Student Performance Levels on Tasks and MLRs **(Button B)**
4. Catalog the assessments for your program **(Buttons H – E – I)**
5. Generate reports on Program Competencies, Related MLRs and Student Performance **(Button L)**
6. Work with Graded Items and Curriculum **(Buttons J1 and J2)**
7. Record Performance Notes as anecdotal notes or select comments from a rubric bank that you can create **(Buttons D and G)**

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GETTING STARTED : You will need:

1. Standard or Duty/Task List for your technology area in the SIS database.
 - ◆ Statewide Standards are preloaded in SIS. A list of these standards can be found in Section 1 –page 4
 - ◆ If you are working from a statewide standard, you'll need a hard copy to locate the MLR links to Duty areas that your technology workgroup identified as part of the Maine Learning Results/Curriculum Integration Project. Statewide Standards can be downloaded at www.utc.utc4.k12.me.us/crcom/
 - ◆ If your technology area is not included, there are a couple of possibilities –
 - You can create your own by following the steps for Add/Edit Duties – Add/Edit Tasks as described in the section called Customizing your Standard.
 - If you have a Duty/Task list as a word (.doc) or excel (.xls) file, your administrator can import it into SIS.
2. Class List in the SIS database.
 - ◆ If your School is networking SIS, a good and kind administrative person has probably already entered all the student information you need.
 - ◆ If you are using a “Stand Alone” version, you will need to enter at least minimal student information first. Instructions to do this are in the Administrative Help Manual.
3. Patience.
 - ◆ Like most new things, there is a learning curve and as you get more experienced, you will also get faster at manipulating data in SIS.

General Information and Helpful Hints

- ◆ you're into keyboard commands, there are some Access Editing Tips that you can find by clicking the System Tech Info and HELP Button on the “Select Course Screen”
 - ◆ One terrific keyboard command that seems really crucial is **Shift + F2**. **This will open a zoom box that will allow you to see all the text in a field.**
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The diagram shows two rectangular buttons. The left button is labeled 'Back To Main Menu' in red text. The right button is labeled 'B Task Form' in red text. An arrow points from the text 'Choose “Back to Main Menu” to get your bearings.’ to the 'Back To Main Menu' button.
- ◆ On many screens, there are little gray boxes that when clicked will navigate you to the specified screen. As you become more familiar with SIS, you'll realize the value of these as time savers – BUT, if you get confused about where you are – Choose “Back to Main Menu” to get your bearings.
 - ◆ Thanks to Paul Strout at MCST for the following tip: to **run spell check on a record, press the F7 key** [This is especially helpful when you're adding tasks or performance criteria as you customize your standard].
 - ◆ Access saves your work as soon as you move to a different “record”. If you realize you goofed before you leave the current record, you can push the Esc [escape] key